



Hawaii Public Housing Authority
State of Hawaii

IFB ITO-2014-28

Invitation-For-Bids to Furnish Printing and Mailing Services for the
Monthly Tenant Rent Bills for the Hawaii Public Housing Authority

Note: If this Invitation for Bids (IFB) was downloaded from the Hawaii Public Housing Authority's website, each interested respondent must provide the necessary contact information to the listed IFB Coordinator to be notified of any changes. For your convenience, you may download the IFB Registration Form, complete and email, fax or mail to the IFB Coordinator. The HPHA shall not be responsible for any missing addenda, clarifications, attachments or other information regarding this IFB if a proposal is submitted from an incomplete bid offer.

Issued July 18, 2014



NEIL ABERCROMBIE
GOVERNOR



HAKIM OUANSAFI
EXECUTIVE DIRECTOR

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
HONOLULU, HAWAII 96817

Notice to Bidders
(Chapter 103D, Hawaii Revised Statutes)

INVITATION FOR BIDS (IFB) IFB ITO-2014-28

Notice is hereby given that pursuant to Chapter 103D, Hawaii Revised Statutes ("HRS"), the Hawaii Public Housing Authority (HPHA), will be accepting sealed bids for: **Printing and mailing services for the monthly tenant rent bills for the Hawaii Public Housing Authority.**

The Invitation for Bids, Specifications, and Bid Offer Form may be picked up at the HPHA's Contract and Procurement Office on Oahu located at 1002 North School Street, Building D, Honolulu, Hawaii 96817 or downloaded at the HPHA website at www.hpha.hawaii.gov beginning July 18, 2014.

Sealed bid offers must be received at the HPHA's Central Files Office located on Oahu at 1002 North School Street, Building D, Honolulu, Hawaii 96817 no later than 10:00 a.m. Hawaii Standard Time (HST) on August 8, 2014. Opening of bids will commence at 10:15 a.m. HST at the HPHA's Contract and Procurement Office, 1002 North School Street, Building D, Honolulu, Hawaii 96817 on August 8, 2014.

The HPHA will conduct a Pre-Bid Conference on Friday, July 25, 2014 at the HPHA Building A Conference Room, Honolulu, Hawaii 96817 from 9:00 a.m. – 11:00 a.m. HST. All interested bidders are encouraged to attend. For those interested in attending via conference call, please contact Kathy Mitchell, IFB Coordinator at (808) 832-1892 not later than 1:00 p.m. HST, Wednesday, July 23, 2014 regarding your intended participation and instructions.

The HPHA reserves the right to reject any or all bids and to accept the bids in whole or part in the best interest of the State.

HAWAII PUBLIC HOUSING AUTHORITY

Hakim Ouansafi
Executive Director



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Section 1

Administrative Overview

Section 1

Administrative Overview

I. Authority

This Invitation-for-Bids (IFB) is issued under the provisions of chapter 103D, HRS, and the related administrative rules. The United States Department of Housing and Urban Development's (HUD) regulations shall apply when the executed Contract includes an allocation of Federal funds. Prospective bidders are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed bid by any prospective bidder shall constitute admission of such knowledge on the part of such prospective bidder.

II. IFB Organization

This IFB is organized into five (5) sections:

- Section 1 Administrative Overview – Provides interested bidders with an overview of the procurement process.
- Section 2 Service Specifications – Provides interested bidders with a general description of the tasks to be performed, delineates bidder's responsibilities, and defines applicable deliverables.
- Section 3 Bid Offer Form and Instructions – Describes the required format and content for the bid.
- Section 4 Bid Evaluation and Award – Describes how the bids will be evaluated by the HPHA.
- Section 5 Attachments

III. Contracting Office

The Contracting Office is responsible for overseeing the procurement and issuing the Contract resulting from this IFB. The Contracting Office is:

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

Telephone: (808) 832-6038

Fax: (808) 832-6039

The IFB Coordinator or his/her designated representative listed below:

Kathy Mitchell
Contract and Procurement Office
1002 N. School Street, Bldg. D
Honolulu, Hawaii 96817
Email: kathy.m.mitchell@hawaii.gov

Telephone: (808) 832-1892

The HPHA reserves the right to change the IFB Coordinator without prior written notice.

The office responsible for monitoring the services performed under the Contract is the Information and Technology Office (ITO). For the purpose of this solicitation, the Contract Administrator or his/her designated representative is listed below:

Gary Nakatsu
Information Technology Office
1002 North School Street, Bldg. B
Honolulu, Hawaii 96817 Telephone: (808) 832-5937

Any changes to the Contract Administrator or his/her designated representative shall be provided in writing to the Successful Bidder. The HPHA reserves the right to change the Contract Administrator and shall be responsible to notify the Successful Bidder of any change.

IV. Procurement Timeline

| <u>Activity</u> | <u>Scheduled Dates</u> |
|------------------------------------|------------------------|
| Public notice announcing IFB | July 18, 2014 |
| Distribution of bid specs/bid form | July 18, 2014 |
| Pre-Bid Conference | July 25, 2014 |
| Submission of questions | July 28, 2014 |
| Response to questions | July 30, 2014 |
| Bid submittal deadline | August 8, 2014 |
| Bid Opening | August 8, 2014 |
| Notice of award | August 2014 |
| Contract execution | August/September 2014 |
| Contract start date | September 26, 2014 |

The HPHA reserves the right to amend or revise the timetable without prior written notice. The Contract execution and start date are subject to the availability and release of funds. No services shall be provided prior to the execution of a Contract.

V. Pre-Bid Conference

Interested bidders are strongly encouraged to attend an optional Pre-Bid Conference on Friday, July 25, 2014 at the HPHA Building A Conference Room, 1002 North School Street, Honolulu, Hawaii 96817 from 9:00 a.m. – 11:00 a.m. HST. For those interested in attending via conference call, please contact Kathy Mitchell, IFB Coordinator at (808) 832-1892 not later than 1:00 p.m. HST, Wednesday, July 23, 2014, regarding your intended participation and instructions.

Impromptu questions will be permitted at the Pre-Bid Conference and verbal answers will be provided. Verbal answers provided by the HPHA are not binding and are only intended for general direction purposes. Formal official written responses to substantive questions will be provided to each interested bidder as set forth in Section VI below not later than July 30, 2014. Any changes required will be issued as an addendum to the IFB.

VI. Submission of Questions

Interested bidders may submit questions to the IFB Coordinator identified in Section III of this IFB. The deadline for submission of written questions is 4:00 p.m. HST on July 28, 2014. All written questions will receive a written response from the HPHA. The HPHA's responses to the interested bidders' written questions will be sent to all interested bidders via mail, electronic mail, or facsimile, not later than July 30, 2014 or as soon as practicable.

VII. Submission of Sealed Bids

- A. **Forms/Formats.** Bid Offer form is attached at Section 5 of this IFB. See Attachment 2.
- B. **Bid Submittal.** Sealed bids must be postmarked by United States Postal Service (USPS) or hand delivered by the date and time designated in the procurement timeline. Sealed bid offers post-marked or received after the designated date and time shall be considered late and shall be rejected. Note that postmarks must be by the USPS or the bid offer will be considered hand-delivered and shall be rejected if late. **Electronic mail and facsimile transmissions of the Bid Offer shall not be accepted.**

Bid offers must be submitted in a sealed envelope and properly identified as a sealed bid offer in response to this IFB. Any bid documents not properly sealed or submitted via electronic mail or facsimile shall be automatically rejected. There shall be no exceptions to this requirement.

- C. **Wages and Labor Law Compliance** – Prior to entering into a Contract in excess of \$25,000, the Successful Bidder shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Interested bidders are further advised that in the event of an increase in wages for public employees performing similar work during the period of the Contract, the Successful Bidder shall be obligated to provide wages not less than such increased wages.

Interested bidders shall complete and submit the attached Wage Certification certifying that the services required will be performed pursuant to section 103-55, HRS. See Attachment 1.

The Successful Bidder shall be further obligated to notify their employees performing work under this Contract regarding the provisions of section 103-55, HRS, and the current wage rates for public employees performing similar work. The Successful Bidder may meet this obligation by posting a notice to this effect in the Successful Bidder's place of business in an area accessible to all employees.

Interested bidders are strongly encouraged to account for salary increases as posted by the State Department of Human Resources Development (DHRD). The **HPHA will consider requests for increases as a result of wage increases to public officers and employees during the Contract period or any option period that is not published.** At the release of this solicitation, the effective wages through July 1, 2013 for State employees performing similar work have been published by the DHRD.

- D. Confidential Information.** If an interested bidder believes that any portion of a bid contains information that should be withheld as confidential, the interested bidder shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the bid, be clearly marked, and shall be readily separable from the bid documents to facilitate eventual public inspection of the non-confidential sections of the bid documents. Nondisclosure of requested information is subject to Chapter 92F, HRS, and is discoverable unless exempted by law. **Note that price is not considered confidential and shall not be withheld.**

VIII. Discussion with Bidders Prior to Bid Submission

Discussions may be conducted with interested bidders to promote understanding of the HPHA's requirements.

IX. Opening of Bids

Upon receipt of sealed bids by the HPHA at the designated location, bids, modifications to bids, and withdrawals of bids shall be date-stamped, and whenever possible, time-stamped. All documents so received shall be held in a secure place by the HPHA and shall not be examined for evaluation purposes until the bid submittal deadline. Procurement files shall be open to public inspection after a Contract has been awarded and executed by all parties.

Sealed bids received by the due date and time shall be opened at the bid opening. Bid opening will commence at 10:15 a.m. HST on Friday, August 8, 2014 at the HPHA, Contract and Procurement Office, Bldg. D, 1002 North School Street, Honolulu, Hawaii 96817.

In the unlikely event that the HPHA has received a bid offer that was misplaced or mishandled through no fault of the interested bidder by the HPHA, the HPHA shall publicly open the bid offer as soon as possible, and contact all interested bidders to inform them of the additional bid offer and the bid price. Said bid offer shall only be opened if there is clear evidence that the bid offer was received by the HPHA by the posted due date and time and that the document was not properly opened during the posted bid opening date and time due to the HPHA's failure to properly manage the bid document.

X. Additional Materials and Documentation

Bid samples or descriptive literature should not be submitted. Any unsolicited documentation, literature, samples, or brochures received as part of the bid document shall not be examined or tested and will not be deemed to vary any of the provisions of this IFB.

XI. IFB Amendments

The HPHA reserves the right to amend this IFB at any time prior to the closing date for the final revised bids or as allowed under section 3-122, Hawaii Administrative Rules (HAR). Interested bidders registered with the HPHA will be notified of all amendments through written communication which may include electronic mail, facsimile, or USPS.

XII. Cancellation of the Invitation for Bids

The IFB may be canceled and any or all bid offers may be rejected in whole or in part at the HPHA's sole discretion, when it is determined to be in the best interests of the State.

XIII. Costs for Bid Preparation and Verification

All costs incurred by the interested bidders in the preparation or submission of a bid offer are the interested bidder's sole responsibility. All costs incurred by the Successful Bidder prior to the execution of a Contract are not eligible for reimbursement.

Interested bidders shall ensure that the HPHA is provided with the written authorization(s) necessary to verify information provided in the interested bidder's Bid Offer Form.

XIV. Modification of Bids

Bids submitted may be modified prior to the established due date and time by the following documents in accordance with section 3-122-16.07, HAR:

- (1) A written notice accompanying the actual modification received in the HPHA Central Files Office, stating that a modification to the bid is submitted.
- (2) A facsimile or electronic written notice submitted either by facsimile machine or electronic mail to the IFB Coordinator. Bidder shall submit the original signed written notice and modification to the HPHA Central Files Office within two (2) working days of receipt of the facsimile or the electronic transmittal. If the written notice is submitted less than two (2) working days prior to the established due date and time for the receipt of bid offers, the bidder shall submit the original signed written notice and the modification to the HPHA Central Files Office no later than the established due date and time for receipt of bid offers.

Modified bid offers shall be submitted in a sealed envelope and properly identified as a modified sealed bid in response to this IFB.

XV. Withdrawal of Bids

Bids submitted may be withdrawn prior to the established due date and time by the following documents in accordance with section 3-122-16.07, HAR:

- (1) A written notice received by the IFB Coordinator; or
- (2) A notice by facsimile machine or electronic mail to the IFB Coordinator.

XVI. Late Withdrawal and Late Modification

Any notice of withdrawal or notice of modification of a bid with the actual modification is considered late when received by the HPHA after the established due date and time. A late modification will not be considered for award.

Acceptance of a late withdrawal request shall be at the sole discretion of the HPHA Procurement Officer.

XVII. Mistakes in Bids

While interested bidders are bound by their bids, circumstances may arise where a correction or withdrawal of bids is proper. An obvious mistake in a bid may be corrected or withdrawn, or waived by the interested bidder to the extent that it is not contrary to the best interest of the purchasing agency HPHA or to the fair treatment of other interested bidders. Mistakes in bids shall be handled as provided for in section 3-122, HAR and HUD requirements at HUD Handbook 7460.8 REV 2.

XVIII. Rejection of Bids

The HPHA reserves the right to consider as acceptable only those bids submitted in accordance with all requirements set forth in this IFB and which demonstrate an understanding of the service specifications. All bid offers offering any other set of terms and conditions contradictory to those included in this IFB may be rejected without further notice.

A bid offer may be automatically rejected if it is:

1. Unreasonable in Price. A bid offer is unreasonable in price, if the bid price when compared with price submissions of other prospective bidders, prior contract prices, and/or prices available on the open market is grossly unbalanced, including the total price of the bid offer, and the prices for individual items; or
2. Materially unbalanced. A bid offer is materially unbalanced, if there is a reasonable doubt that the lowest bid offer would result in the lowest overall cost, even though it is the lowest bid, or the bid offer is so grossly unbalanced that its acceptance would be tantamount to allowing an advance payment. An example of

a materially unbalanced bid is one where the bidding is at a very high price for the first item and extremely low for subsequent items.

All bid offers which submitted in a manner which alters the bid offer form does not conform to the format and instructions provided shall be determined non-responsive.

XIX. Notice of Award

An award shall be made to the responsive and responsible bidder submitting the lowest total bid price for the initial twelve (12) month period, option year one (1) and option year two (2).

If made, an award shall be as follows:

1. Awarded to the responsible and responsive Bidder submitting the lowest total bid price for the initial 12-month period, option year one (1), and option year two (2) as stated on the Bid Offer Form. See Attachment 2. Interested bidders must submit a bid for printing, folding, inserting monthly tenant rent bill, monthly newsletter, IRS 1099 tax form, inserting pre-printed material and programming costs for changing text the initial 12-month period, option year one (1), and option year 2 to be considered responsive. The award of the initial 12-month a contract period shall not be deemed a commitment on the part of the HPHA to automatically exercise the two (2) additional 12-month option periods any option period; and
2. In the case of a tie, the bid award shall be made as follows: 1) to the present Contractor, providing it is one of the tied bidders and whose previous business and/or performance indicate that it was responsible; or 2) if there is no present Contractor or if the present Contractor is not a tied bidder, the bid award shall be determined by the flip of a coin or some other random means of selection.

All Contracts arising out of this solicitation are subject to the approval of the Department of the Attorney General as to form and to all further approvals as required by statute, regulation, rule, order or other directive.

No work shall be undertaken by the Successful Bidder prior to the Contract start date of September 26, 2014. The HPHA is not liable for any work, contract costs, expenses, loss of profits, or any damages whatsoever incurred by the Successful Bidder prior to the Contract starting date.

In accordance with section 3-122-112, HAR, Responsibility of Offerors, the Successful Bidder shall produce documents to the Procurement Officer to demonstrate compliance with this section. The Successful Bidder receiving an award shall be required to enter into a formal written Contract with the HPHA. The General Conditions of the Contract are attached and service specifications are included herein. See Attachments 12 and 13.

XX. Protests

An unsuccessful bidder may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103D, HRS.
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103D, HRS.
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in the solicitation issued by the state purchasing agency.

Pursuant to section 103D-701, HRS, an actual or prospective offeror who is aggrieved in connection with the solicitation or award of a contract may submit a protest. A protest shall be submitted in writing within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest of an award or proposed award shall be submitted within five (5) working days after the posting of award of the Contract. The Notice of Protest shall be mailed by USPS or hand delivered to the Head of the State Contracting Agency conducting the procurement. Delivery services other than by USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the State Contracting Office.

Any notice to award, if any, resulting from this solicitation shall be posted on the Procurement Reporting System on the State Procurement Office website:
<http://www.hawaii.gov/spo2/source/>.

| Head of State Contracting Office | | Procurement Officer | |
|----------------------------------|--|---------------------|--|
| Name: | Hakim Ouansafi | Name: | Rick T. Sogawa |
| Title: | Executive Director | Title: | Procurement Officer |
| Mailing Address: | P.O. Box 17907 Honolulu, Hawaii 96817 | Mailing Address: | P.O. Box 17907 Honolulu, Hawaii 96817 |
| Business Address: | 1002 North School Street Honolulu, Hawaii 96817 | Business Address: | 1002 North School Street Honolulu, Hawaii 96817 |

XXI. Availability of Funds

All interested bidders and the Successful Bidder is hereby notified that the award of a Contract and any allowed renewal or extension of a Contract is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to chapter 37, HRS, and/or appropriation by the United States Congress and is subject to the availability and allocation by the State Legislature and/or the United States Department of Housing and Urban Development. **Subject to the availability of State and/or Federal funds, the HPHA shall retain the authority to cancel an award due to the lack of funds.**

Nothing in this IFB shall be construed to obligate the State of Hawaii or the HPHA to pay for services for Federal low income public housing properties with State funds.

XXII. Monitoring and Evaluation

The Successful Bidder's performance of the Contract will be monitored and evaluated by the Officer-In-Charge and HPHA's Contract Administrator. The HPHA shall provide the Successful Bidder with a copy of monitoring reports for their information and to take appropriate corrective action.

Failure to comply with all material terms of the Contract may be cause for suspension or termination as provided in the General Conditions. The Successful Bidder may be required to submit additional written reports, including a corrective action plan in response to monitoring conducted by the HPHA. These additional reports shall not be considered a change to the Scope of Services of the Contract and shall continue for the duration of time as deemed necessary by the HPHA.

XXIII. General and Special Conditions of Contract

The State and Federal General Conditions that will be imposed contractually are included as an attachment. The State's General Conditions may be found on the SPO website at www.spo.hawaii.gov.

Any necessary Special Conditions may be imposed contractually by the HPHA. In the case of a conflict between the Special Conditions and the General Conditions, the Special Conditions shall apply.

The HPHA reserves the right to make minor or major modifications to the quantity of items or reporting requirements arising from unforeseeable conditions or circumstances.

XXIV. Cost Principles

The HPHA shall utilize standard cost principles at section 3-123 HAR, which are available on the State Procurement Office website. Nothing in this section shall be construed to create an exemption from any cost principle arising under State and Federal law.

XXV. Campaign Contributions by State and County Contractors Prohibited

If awarded a Contract in response to this solicitation, the Successful Bidder agrees to comply with section 11-355, HRS, which states that campaign contributions are prohibited from a State and County government Contractor during the term of the Contract if the Contractor is paid with funds appropriated by the legislative body between the execution of the Contract through the completion of the Contract.

(END OF SECTION)

Section 2

Specifications

Section 2 Specifications

I. Introduction

A. Purpose or need

The Hawaii State Legislature established the HPHA under chapter 356D, HRS. The HPHA consolidates all state low income housing functions, and it is attached to the Department of Human Services for administrative purposes only. The HPHA is a public body and a body corporate and politic. The HPHA's role is to address the housing needs of low income families in Hawaii. The purpose of this IFB is to competitively procure printing and mailing services for the HPHA's monthly tenant rent bills statewide.

B. Funding source and period of availability

Funds for the federal low income public housing properties are subject to appropriation by the United States Congress and allocation by the United States Department of Housing and Urban Development (HUD). Funding and period of availability may change upon notice to the HPHA.

Funds for the state low income public housing properties are subject to appropriation by the State's Director of Finance and allocation by the Governor and/or State Legislature. Funding and period of availability may change upon notice by the State to the HPHA.

It is understood that an award shall not be binding unless the HPHA, HUD and/or the State Comptroller indicate that there is available an unexpended appropriation or balance of an appropriation over and above all outstanding contracts sufficient to cover the amount required by the Contract. Any Contract entered into as a result of this IFB is binding only to the extent that funds are certified as available and that the availability of funds in excess of the amount certified as available shall be contingent upon future appropriations or special fund revenues. The use of federal funds may require prior written approval by HUD.

If there should be insufficient funds for any portion of the remainder Contract period beyond the initial 12-month period ending September 25, 2015, the HPHA may terminate the Contract or revise the amount/quantity of services required without penalty. Services will be reduced or rescheduled at the same bid price.

Any additional services purchased under the terms of the Contract resulting from this IFB shall be at the same or similar contracted rates.

II. General Requirements

A. Specific requirements

1. The Successful Bidder shall comply with the chapter 103D, HRS, Cost Principles for Purchase of Goods and Services and applicable HUD rules. The Successful Bidder shall also comply with applicable HUD rules at Handbook No. 2210.18.
2. The Successful Bidder must have no outstanding balances owing to the HPHA. Exceptions may be granted by the Executive Director of the HPHA for debts recently acquired and for debts which have a repayment plan approved by the Executive Director of the HPHA.
3. Interested bidders are advised that if awarded a Contract under this solicitation, the Successful Bidder shall furnish proof of compliance with the requirements of section 3-122-112, HAR:
 - a. Chapter 237, HRS, tax clearance;
 - b. Chapter 383, HRS, unemployment insurance;
 - c. Chapter 386, HRS, workers' compensation;
 - d. Chapter 392, HRS, temporary disability insurance;
 - e. Chapter 393, HRS, prepaid health care; and
 - f. One of the following:
 - i. The Successful Bidder shall be registered and incorporated or organized under the laws of the State as a Hawaii business as follows: **Hawaii business.** A business entity referred to as a "Hawaii business" is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, the Successful Bidder shall submit a CERTIFICATE OF GOOD STANDING issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG). A Hawaii business that is a sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit the certificate. A Successful Bidder's status as sole proprietor or other business entity and its business street address indicated on the Successful Bidder Form page 1 will be used to confirm that the Successful Bidder is a Hawaii business; OR.
 - ii. The Successful Bidder shall be registered to do business in the State as a "compliant non-Hawaii business as follows: **Compliant non-Hawaii business.** A business entity referred to as a "compliant non-Hawaii business," is not incorporated or organized under the laws of the State of Hawaii but is registered to do business in the State. As evidence of compliance, the Successful Bidder shall

submit a *CERTIFICATE OF GOOD STANDING*.

The above certificates should be applied for and submitted to the HPHA as soon as possible. If a valid certificate is not submitted on a timely basis for award of a Contract, a bid otherwise responsive and responsible may not receive the award.

4. Certifications of Eligibility

The Successful Bidder shall submit the following documents with their bid offer to the HPHA to demonstrate compliance with Federal and State laws:

- a. Tax Clearance, Form A-16;
- b. Department of Labor and Industrial Relations, Application for Certification of Compliance, Form LIR #27; and
- c. Certificate of Good Standing issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG).

Instead of separately applying for these paper certificates at the various state/federal agencies, the HPHA recommends that Interested Bidders use the Hawaii Compliance Express (HCE), which allows a business to register online through a simple wizard interface at:

<http://vendors.ehawaii.gov/hce/splash/welcome.html>

The HCE provides the applicant with a "Certificate of Vendor Compliance" with current compliance status as of the issuance date, accepted for both contracting purposes and final payment. Interested Bidders that elect to use the HCE services will be required to pay an annual subscription fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC).

5. Indemnification

The Successful Bidder shall defend, indemnify, and hold harmless the State of Hawaii, the HPHA, its elected and appointed officials, officers, and employees from and against all liability, loss, damage, cost, and expense, including all attorney fees and all claims, suits, and demands arising out of or resulting from the acts or omissions of the Successful Bidder or the Successful Bidder's officers, employees, agents or subcontractors.

6. Insurance Requirements

Within fifteen (15) days after award of the Contract and prior to the execution of the Contract, the Successful Bidder shall furnish to the Contracting Officer valid certificate(s) of insurance as evidence of the following minimum insurance coverage.

The Successful Bidder shall maintain insurance acceptable to the HPHA in full force and effect throughout the term of this Contract. The policies of insurance maintained by the Contractor shall provide the following minimum insurance coverage.

| <u>Coverage</u> | <u>Limit</u> |
|---|--|
| Commercial General Liability (occurrence form) | <u>\$2,000,000.00</u> combined single limit per occurrence for bodily injury and property damage. |
| Automobile Insurance covering all owned, non-owned and hired automobiles. | Bodily injury liability limits of <u>\$1,000,000.00</u> each person and <u>\$1,000,000.00</u> per accident and property damage liability limits of <u>\$1,000,000.00</u> per accident; OR Combined single limit of <u>\$2,000,000.00</u> |
| Workers Compensation as required by laws of the State of Hawaii. | Insurance to include Employer's Liability. Both such coverages shall apply to all employees of the Contractor and (in case any sub-contractor fails to provide adequate similar protection for all his employees) to all employees of sub-contractors. |

To satisfy the minimum coverage limits required by the Contract, the Successful Bidder may use an umbrella policy in addition to the mandatory insurance policies (i.e., General liability Insurance, Automobile Insurance, and Workers Compensation) provided that the HPHA approves, and the umbrella policy follows the underlying coverage forms.

A certificate of insurance evidencing such insurance is required prior to commencement of services. The insurance policy required by this Contract shall contain the following clauses:

"The State of Hawaii, the Hawaii Public Housing Authority (HPHA), its elected and appointed officials, and employees shall be named as additional insured, except for Professional Liability Insurance and Workers Compensation Insurance, as respect to operations performed for the State of Hawaii and HPHA under this Contract."

The minimum insurance required shall be in full compliance with the Hawaii Insurance Code throughout the entire term of the Contract, including all Supplemental Contracts.

Upon execution of the Contract, the Successful Bidder agrees to deposit with the HPHA, before the effective date of the Contract, valid certificate(s) of insurance necessary to satisfy the HPHA that the insurance provisions of this Contract have been complied with and to keep such insurance in effect and the certificate(s) on deposit with the HPHA during the entire term of this Contract.

Upon request by the HPHA, the Successful Bidder shall furnish a copy of the policy or policies.

Failure of the Successful Bidder to provide and keep in force such insurance shall be regarded as material default under this Contract. The HPHA shall be entitled to exercise any or all of the remedies provided in this Contract for such default of the Successful Bidder.

The procuring of such required policy or policies of insurance shall not be construed to limit the Successful Bidder's liability hereunder or to fulfill the indemnification provisions and requirements of this Contract. Notwithstanding said policy or policies of insurance, the Successful Bidder shall be obligated for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this Contract.

The HPHA is a self-insured State agency. The Contractor's insurance shall be primary. Any insurance maintained by the State of Hawaii shall apply in excess of, and shall not contribute with, insurance provided by the Contractor.

The Successful Bidder shall provide written notice to the HPHA of any cancellation or change in provisions thirty (30) calendar days prior to the effective date of such cancellation or change.

7. No performance or payment bond is required.
8. During the performance of this Contract, the Successful Bidder agrees not to discriminate against any employee or applicant for employment in compliance with State, Federal and local laws. Such actions shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Successful Bidder shall insert similar provisions in all subcontracts.
9. The Successful Bidder shall have a permanent office from where it conducts business and where an authorized representative will be accessible through telephone calls for complaints or requests that need immediate attention. An answering service is not acceptable. The permanent office location and phone number shall be stated on the bid offer form.

10. Section 3 of the U.S. Housing Act of 1968

- a. The work to be performed under this Contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this Contract agree to comply with HUD's regulations in 24 CFR part 135, which implements section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with part 135 regulations.
- c. The Contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or any other understanding, a notice advising the labor organization or workers' representative of the Contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The Contractor shall agree to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- e. The Contractor shall certify that any vacant employment positions, including training positions that are filled (1) after the Contractor is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 135.

- f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

B. Type of Contract

1. The Successful Bidder shall be required to enter into a formal written contract, Contract Based on Competitive Sealed Bids for Goods and Services, with the HPHA in accordance with the laws, rules and regulations of the State of Hawaii. See Attachments 6 through 13. The stated requirements appearing elsewhere in this IFB shall be incorporated and shall become part of the terms and conditions of the Contract.

By submission of the Bid Offer, interested bidders warrant and represent that they have read and are familiar with the contractual and service requirements set forth in the IFB, its attachments, and the provisions of which are expressly incorporated into this IFB by reference.

All Bid Offers received shall become the property of the HPHA. The Successful Bidder's bid offer shall be incorporated into the resulting Contract by reference.

Subsequent to the award and within ten (10) days after the prescribed forms are presented for signature, the Successful Bidder shall execute and deliver to the HPHA a Contract in such number of copies as required by the HPHA.

C. Single or multiple contracts to be awarded

☒ Single ☐ Multiple ☐ Single & Multiple

D. Single or multi-term contracts to be awarded

☐ Single term (≤ 1 yrs) ☒ Multi-term (> 2 yrs.)

| | |
|-----------------------------|---|
| Initial term of contract: | 12 months |
| Length of each extension: | Up to 12 months (may be less than 12 months when it is in the best interest of the State) |
| Maximum length of contract: | Up to 36 months |

The initial period shall commence on the Contract start date. The following conditions must be met for an extension:

1. The Contractor experienced cost savings and has unexpended funds available that can be used to provide additional services; or

2. The HPHA determines there is an ongoing need for the services and has funds to extend services up to 24-months with no extension period to exceed 12-months. Contract extensions shall be awarded at the same or comparable rates as the Primary Contract. Exceptions shall be granted upon satisfactory justification such as increase in cost of services or cost of living increase as provided herein; and
3. A Supplemental Contract must be executed prior to expiration of the Primary Contract; and
4. The Contractor must obtain written approval and a notice to proceed by the HPHA with the extension; and
5. The necessary State and/or Federal funds are available and have been allotted for an extension; and
6. The HPHA may be required to obtain HUD approval if HUD federal funds are to be used; and
7. The HPHA has determined that the Contractor has a satisfactory track record of service performance over the current Contract term.

The Primary Contract is being executed for a 12-month period beginning September 26, 2014 and ending on September 25, 2015.

The option to extend the Contract shall be at the sole discretion of the HPHA. The Contract may be extended without the necessity of rebidding, at the same rates as proposed in the original Bid Offer unless price adjustments are made and approved as provided herein.

The Successful Bidder shall provide the requested insurance information and a completed wage certificate. The Successful Bidder shall pay the State of Hawaii general excise tax and all other applicable taxes.

E. Statutory Requirements of Section 103-55, HRS

Interested bidders shall complete and submit the attached wage certification by which the interested bidder certifies that the services required will be performed pursuant to section 103-55, HRS. See Attachment 1.

Interested bidders are advised that section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public officers and employees for similar work. Interested bidders are further advised that in the event of an increase in wage rates to public employees performing similar work during the Contract period, the Successful Bidder will be obligated to provide wages no less than those increased wages.

F. Bid Price

The total bid price shall include costs for all labor, equipment, materials, applicable taxes and any other expenses incurred to provide printing and mailing services as specified herein. Interested bidders must provide a detailed cost

breakdown of all charges and include the unit price and total costs for: 1) printing, folding, inserting and mailing of the monthly rent bill; 2) printing and mailing the IRS 1099 form tax forms; 3) printing, folding and mailing monthly newsletters; 4) programming costs for changing the text directly above and in the comments section in the monthly rent bill; and 5) inserting pre-printed material from the HPHA. The bid offer form shall include a unit price for additional inserts and for any pieces of mail with noncompliant bulk mail address. The HPHA is not responsible for and shall not pay overtime pay. See Attachment 2.

The interested bidder's bid price shall include all administrative and personnel costs and any increase in costs for benefits required by law that are automatically increased as a result of increase wages, including without limitation, federal old age benefits, workers' compensation, temporary disability insurance, unemployment insurance, and prepaid public health insurance.

Charges for additional inserts and for any pieces of mail with noncompliant bulk mail address shall be submitted on a separate invoice and will be paid through other means such as State purchase order or State purchasing card.

An example of the text above comments area may say: "Residents play an important role in efforts to conserve energy. Do your part by: turning off lights, take shorter showers, use compact fluorescent bulbs, cook small meals in microwave, use short cycle when washing clothes. Mahalo!" An example of the comments box may say: "If you have any changes in your monthly income, please contact your manager and request an interim exam."

A sample file may be requested from interested bidders. See Attachment 4 for Record Layout Specifications.

The successful bid shall be determined on the total bid price for the 12-month period ending September 25, 2015, option year 1 and option year 2 as follows: 1) printing, folding, inserting and mailing out rent bills and newsletters to its Federal and State public housing tenants once a month; 2) programming costs for changing text directly above and in the comments section in the monthly rent bill; 3) printing and mailing IRS 1099 tax forms; and 4) inserting pre-printed material for the HPHA.

G. Contract Price Adjustment Due to Increase in State Wages

At the release of this bid solicitation, the effective wages through July 1, 2013 for State employees performing similar work are known. If wages increase after the execution of the Contract, the Successful Bidder may request an increase in contract price in order to correspondingly increase the wages of Bidder's employees performing the work, including any increase in costs for benefits required by law that are automatically increased as a result of increased wages, without limitation, federal old age benefits, workers' compensation, temporary disability insurance, unemployment insurance, and prepaid health insurance.

The Successful Bidder shall not be paid for any reimbursement of retroactive pay as negotiated by the State. The Successful Bidder's request for the increase must meet the following criteria:

1. At the time of bidding, if the Successful Bidder's hourly wage rate is greater than the prevailing State wage, the Successful Bidder's requests for increase shall not be considered.
2. At the time of the request, the Successful Bidder must or must have provided documentation to show compliance with section 103-55, HRS, that its employees are paid not less than the known wage of the State position listed herein. Documentation shall include the employees' payroll records and a statement that the employees are being utilized for this Contract.
3. Request for increase in wages must be made in writing to the HPHA on a timely basis:
 - a) Request for increase in wages for the initial Contract period must be made as soon as practicable after the State wage agreements are made public. An approved request will be retroactive to the date of increase for the State employees, if the Successful Bidder submits adequate documentation that it provided employees with a wage increase.
 - b) Request for increase in wages for an option period of the Contract must be made prior to the start of the option period. The Successful Bidder may call the Contract Administrator listed in Section 1 of this Invitation-For-Bids to obtain the current wage information or may download the information from the Department of Human Resource Development's website at the following address:

http://www.hawaii.gov/hrd/main/HRDInfoCentral/DocCentral/SalarySchedules/BU03_BU04

H. Price Adjustment by the State

The Successful Bidder shall agree to make changes to the scope of services when requested by the HPHA, if there is a need for an increase/decrease in the number of tenant rent bills, newsletters, IRS 1099 tax forms and pre-printed material due to unpredictable circumstances that cannot be predicted at the time of this IFB.

III. Scope of Work

Interested bidders shall provide a written security and quality control plan to ensure total confidentiality of the HPHA's information. The physical printing facility must be located on the Island of Oahu, so that it can be periodically monitored by the HPHA staff to verify compliance with this requirement. The

written security and quality control plan shall be submitted with the bid offer form. Failure to do so may result in an automatic rejection of the bid. See Attachment 3.

Work included in this Contract shall consist of furnishing and paying for labor, supplies and all related administrative and necessary personnel costs in PROVIDING PRINTING, FOLDING, INSERTING AND MAILING OUT RENT BILLS AND NEWSLETTERS TO ITS FEDERAL AND STATE PUBLIC HOUSING TENANTS AND PRINTING AND MAILING INTERNAL REVENUE SERVICE (IRS) 1099 FORMS TO THE HAWAII PUBLIC HOUSING AUTHORITY'S VENDORS - all in accordance with these provisions, the specifications, General Conditions, and Procedural Requirements, included and/or referenced in this Invitation For Bids dated July 18, 2014.

Services are extremely time sensitive and the submission of a bid offer shall be accepted as certification that the interested bidder is able to provide the contracted services on a timely basis.

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Printing and Mailing of the Monthly Tenant Rent Bills.

The job consists of approximately 5,641 bills per month. The number of bills may vary, and the HPHA shall only be billed for the actual number of tenant rent bills mailed.

a. The Successful Bidder shall:

- 1) Print and mail the tenant rent bills to the HPHA's public housing tenants each month. Tenants must receive the rent bill not later than the first (1st) day of each month. The interested bidder must be able to complete the job within 48 hours.**
- 2) Print the header, project, tenant, project records, bank information and comments on the rent bill. This information will be provided every month on two (2) American Standard Code for Information Interchange (ASCII) input files, one (1) for Federal properties and one (1) for State properties. The files can be combined and printed as one (1) job.**
- 3) Provide double window #10 envelopes and print the HPHA postal permit on the envelopes. The actual number of envelopes shall be the same as the number of tenant rent bills mailed.**
- 4) Provide paper and print the bills on white 24#, 8-1/2" x 11" laser stock. The bottom third of the bill will be processed by financial institutions. Therefore, the bills must be separable by a micro-perforated line at 3-5/8" from the bottom. Magnetic Ink Character Recognition (MICR) characters must be the proper size and font, and be readable by Bank of Hawaii, First Hawaiian Bank and American Savings Bank located in the State of Hawaii. The Successful Bidder must provide**

the HPHA with a successful test of the banks processing prior to execution of a Contract.

- 5) Print the bill using MICR ink on the entire form.
- 6) Provide a secured File Transfer Protocol (FTP) site to accept the electronic files. Electronic files will be sent two (2) to three (3) business days before the end of each month.
- 7) Provide some programming to extract bank information from the ASCII files. The total data file may have up to three (3) different banks. Each tenant will have the name of one (1) bank and its routing number printed on the bill. Note: The Successful Bidder shall be able to make necessary changes to the ASCII file submitted by the HPHA.
- 8) Provide additional sheets of paper and printing to handle rare cases of records that cannot be printed all on one (1) page.
- 9) Be compliant with the latest U.S. Postal Service CASS address matching requirements.
- 10) Provide sample electronic copies of billing statements in pdf from each of the bank accounts (see below), prior to actually printing and mailing them each month. Only one sample of a statement for each of these banks is required in order for HPHA to first verify the format of the MICR lines, The Successful Bidder shall notify HPHA when samples from the secured website are ready for download.

The rent bills are not to be printed or mailed until the format is first approved by the HPHA Financial Management Office.

SAMPLE:

Federal File

| | | | | |
|--------------|----------|---|-------------|-----------|
| PHI001000030 | 00100006 | First Hawaiian Bank – Rental Collection | 01-000276 | 528800012 |
| PHI001000032 | 00100008 | American Savings Bank – Rental Collection | 94348-00502 | 5395-2142 |
| PHI001000033 | 00100007 | Bank of Hawaii Federal Rental Collection Acct | 0001074296 | 121301028 |

State File

| | | | | |
|-------|----------|--------------------------------------|------------|-----------|
| P2201 | 00100009 | Bank of Hawaii – State Projects | 0008009716 | 121301028 |
| P2201 | 00100010 | First Hawaiian Bank (State projects) | 01-044141 | 528800012 |

b. The HPHA shall:

- 1) Provide two (2) ASCII files with the header, project, tenant, project records, bank information and comments on the rent bill. One (1) file will contain the Federal projects and one (1) file will contain the State projects.

- 2) Upload the electronic files through a secured FTP site two (2) to three (3) business days before the end of each month based upon the published Rent Run Schedule. See Attachment 5.
- 3) If necessary, deliver the pre-printed additional insert sheet 24#, 8-1/2x11" laser stock to the local company address prior to or on the day of printing and processing of the rent bill.
- 4) Provide the HPHA postal permit information.

2. Newsletters and Inserts

Interested bidders shall include the cost to print, fold and insert a monthly HPHA newsletter to the tenant rent bill. At this time, the HPHA estimates one (1) newsletter per month; however, the number may increase or decrease from month to month.

a. The Successful Bidder shall:

- 1) Print, fold and insert one (1) additional sheet of 24#, 8-1/2x11" laser stock, i.e. monthly one-page newsletter. The newsletter is to be printed in black & white, and double-sided.
- 2) Insert additional pre-printed sheets when necessary.

b. The HPHA shall:

- 1) Send monthly newsletter electronic file to the Successful Bidder by a mutually agreed upon deadline.
- 2) Provide and deliver additional pre-printed sheets to the Successful Bidder's local company address. Deliveries may be dropped off on the day of printing and processing of the rent bill.

3. Printing and Mailing the IRS 1099 Tax Form

The job consists of approximately 1,200 IRS 1099 forms per year. The actual number of IRS 1099 forms shall vary and the HPHA shall be billed only for the actual number of forms sent out.

a. The Successful Bidder shall:

- 1) Print, insert and mail approximately 1,200 IRS 1099 forms to the Vendors by January 31st of each contract period. Printed 1099 forms must meet all IRS requirements, please visit: www.irs.gov for more information.
- 2) Provide approximately 1,200 envelopes or equivalent USPS approved mailer. The HPHA postal permit shall be printed on each piece of mail.

- 3) Provide a secured FTP site to accept the electronic files. An ASCII file will be provided in mid-January of each contract period, which contains the data for the 1099 forms.
- 4) Provide printable electronic copies of all 1099 forms on one (1) data compact disc or dvd on an Annual basis or at the request of HPHA.
- b. The HPHA shall:
 1. Provide an ASCII file which contains the data for the 1,200 forms to the HPHA's vendor by mid January of each contract period.
 2. Provide the HPHA postal permit information.
 3. Upload the electronic files through a secured FTP site.
4. Other Printings and/or Mailings

The HPHA may request additional printings and/or mailing from the Successful Bidder.

B. Administrative Requirements & Qualifications (Minimum requirements)

1. Administrative
 - a. The Successful Bidder may be required to attend a minimum of quarterly meetings with the Contract Administrator.
 - b. Every month the Contract Administrator will submit a report to the Successful Bidder listing any discrepancies or Contract violation(s) which need correction. These discrepancies or Contract violation(s) must be corrected by the next reporting period for payment adjustment purposes.
2. Payment
 - a. Section 103-10, HRS, provides that the HPHA shall have thirty calendar (30) days after receipt of invoice or satisfactory delivery of goods or performance of the services to make payment. For this reason, the HPHA will reject any bid submitted with a condition requiring payment within a shorter period. Further, the HPHA will reject any bid submitted with a condition requiring interest payments greater than that allowed by section 103-10, HRS, as amended.
 - b. The Successful Bidder shall submit a monthly invoice, one (1) original, for services rendered to:

Hawaii Public Housing Authority
Attn: Information Technology Office
1002 N. School Street
Honolulu, HI 96817

Upon receipt of the invoice, the HPHA shall date stamp the invoice, and use this receipt date to calculate the thirty (30) day payment period. For the purposes of this paragraph, the Successful Bidder's invoice date shall not be considered.

- c. All invoices shall reference the Contract number and property name assigned to the Contract. Invoices shall also include a breakdown of the description of service, unit price, quantity and total amount. Payment shall be in accordance with section 103-10, HRS, upon certification by the Officer-In-Charge or designee that the Successful Bidder has satisfactorily performed the services specified.

Payment shall be made monthly and based on the: 1) actual number of rent bills printed, folded and sent; 2) actual number of IRS tax forms printed, folded and sent; 3) actual number of newsletters printed, folded and sent; 4) actual number of pre-printed material inserted; and 5) the programming costs for changing text directly above and in the comments section by the Successful Bidder.

- d. The Successful Bidder shall submit invoices for payment no earlier than the first of month for services provided in the previous month.
 - e. For final payment, the Successful Bidder must submit a valid original tax clearance certificate "Certification of Compliance for Final Payment" (SPO Form-22). A copy of the Form is available at www.spo.hawaii.gov. Select "forms for Vendors/Contractors" from the chapter 103D, HRS.
3. The Successful Bidder is required to submit a tax clearance certificate for final payment on the Contract. A tax clearance certificate, not over two (2) months old, with an original green certified copy stamp, must accompany the invoice for final payment on the Contract; or the HCE Certificate of Vendor Compliance.

IV. Performance Monitoring & Remedies

A. Monitoring

- 1. The performance of work shall be monitored by the Contract Administrator. Performance will be monitored on an ongoing basis by the HPHA through desk monitoring, site inspection and/or other methods.

2. The Successful Bidder shall re-execute any work that fails to conform to the requirements of the Contract. Should the Successful Bidder fail to comply, the HPHA reserves the right to engage the services of another company to perform the services, to remedy the defect or failure and to deduct such costs from monies due to the Successful Bidder or to directly assess the Successful Bidder.
3. In the event the Successful Bidder fails, refuses, or neglects to perform the services in accordance with the requirements of this Invitation-for-Bids, and the Contract which is attached, the HPHA reserves the right to purchase in the open market, a corresponding quantity of services. The HPHA shall deduct from the Successful Bidder the cost of procuring such services and from any moneys due or that may thereafter become due to the Successful Bidder. In case money due to the Successful Bidder is insufficient for the purpose, the Successful Bidder shall pay the difference upon demand by the HPHA. The HPHA may also utilize all other remedies provided under the Contract and by law and rules.
4. Failure or refusal of the Successful Bidder to perform required services may be grounds to suspend or terminate the Contract as detailed in the General Conditions.

B. Damages

1. Liquidated damages are fixed at the sum of FIFTY DOLLARS (\$50.00) for each calendar day that the Successful Bidder fails to perform in whole or in part any of its obligations in accordance with the terms of paragraph 9 of the General Conditions. Liquidated damages may be deducted from any payments due or may become due to the Successful Bidder.

C. Termination

The HPHA reserves the right to terminate any Contract without penalty for cause or convenience as provided in the General Conditions.

(END OF SECTION)

Section 3

Forms and Instructions

Section 3

Forms and Instructions

General Instructions for Completing Forms

1. *Bid offers shall be submitted to the HPHA in the prescribed format as outlined in this IFB.*
2. *No supplemental literature, brochures or other unsolicited information should be included in the bid packet.*
3. *A written response is required for each item unless otherwise indicated.*
4. *Bid documents and all certifications should be completed with black ink.*

I. Bid Offer Form

The bid offer form must be completed and submitted to the HPHA by the required due date and time, and in the form prescribed by the HPHA. See Attachment 2. **Electronic mail and facsimile transmissions shall not be accepted.**

Interested bidders shall submit its bid offer under the interested bidder's exact legal name that is registered with the Department of Commerce and Consumer Affairs and shall indicate this exact legal name in the appropriate space on page 1 of the Bid Offer Form. Failure to do so may delay proper execution of the Contract.

Interested bidders shall certify its ability to provide printing and mailing services on September 26, 2014 or upon execution of the Contract by both parties. The HPHA reserves the right to apply liquidated damages as set forth in Section 2, Paragraph IV of the IFB for the delay in Contract execution on the part of the Successful Bidder.

The interested bidder's authorized signature shall be an original signature in ink. If the Bid Offer Form, page 1 is unsigned or the affixed signature is a facsimile or a photocopy, the Bid Offer Form shall be automatically rejected.

Interested bidders are required to submit the following certifications with the Bid Offer Form. In lieu of Items 2 and 3 below, interested bidder may also submit an original CERTIFICATE OF VENDOR COMPLIANCE as issued by the State Procurement Office via the online system, "Hawaii Compliance Express". Details regarding this online application process can be viewed at <http://vendors.ehawaii.gov/hce/>.

1. Wage Certification;
2. Department of Labor and Industrial Relations, Certificate of Compliance with Section 3-122-112, HAR, Form LIR#27;
3. Department of Commerce and Consumer Affairs, Certificate of Good Standing; and
4. Corporate resolution.

Interested bidder shall provide the requested insurance information and a completed wage certificate. The Successful Bidder shall pay the State of Hawaii general excise tax and all other applicable taxes.

A bid security deposit is not required for this IFB. Security costs shall indicate costs for security, including personnel costs, benefits and necessary insurance and administrative costs, including supervisor salaries.

The successful bid shall be determined by the total bid price for printing, folding, inserting, and mailing out rent bills and newsletters to its Federal and State funded public housing tenants once a month for the 12-month period ending September 25, 2015, and for option year one (1) and option year two (2) periods.

The option to extend the Contract shall be at the sole discretion of the HPHA and if determined to be in the best interests of the State. The Contract shall be extended at the same rates as proposed in the original bid unless price adjustments are provided herein.

II. HUD Forms

A. Instructions to Offerors Non-Construction, form HUD 5369-B

The form HUD 5369-B is provided for the interested bidder's information and reference.

Form HUD 5369-B is attached to this IFB and can also be found at www.hudclips.org. See Attachment 14.

B. Certification and Representations of Offerors, form HUD 5369-C

The form HUD 5369-C must be completed, signed and submitted to the HPHA with the bid offer form by the required due date and time, and in the form prescribed by the HPHA. The certification must be signed and dated by an authorized representative.

Form HUD 5369-C is attached to this IFB and can also be found at www.hudclips.org. See Attachment 15.

C. General Conditions, form 5370-C

The form HUD 5370-C is provided for the interested bidder's information and reference. Form HUD 5370-C is attached to this IFB and can also be found at www.hudclips.org. See Attachment 13.

III. General Conditions

The State of Hawaii's General Conditions of the Contract are attached for the interested

bidder's review and information. The General Conditions shall be incorporated into the Contract with the Successful Bidder. See Attachment 12.

(END OF SECTION)

Section 4
Bid Evaluation & Award

Section 4

Bid Evaluation & Award

I. Bid Evaluation

Each bid offer will be reviewed for exact conformity of the requirements in the IFB, known as a responsible bid. Information provided in/with the Bid Offer will be used to determine whether the interested bidder has the technical and financial capacity to deliver the goods or services, known as a responsive bid.

II. Method of Award

Award shall be made to the lowest responsible and responsive bidder's grand total base bid price that includes the price for the initial 12-month period, option year one (1) and option year two (2). To be considered a responsive bid and eligible for an award, the interested bidder must bid on the initial 12-month period, option year one (1) and option year two (2).

The option to extend the Contract shall be at the sole discretion of the HPHA. Nothing in this IFB shall be construed or interpreted to mean that the HPHA is obligated to exercise the option periods. The Contract may be extended without the necessity of rebidding, at the same rates as proposed in the original bid, unless price adjustments are made and conditions are met as described in Section 2, Specifications of this IFB.

Pursuant to section 3-122-35, HAR, in the event there are no responsive and responsible bids, an alternative procurement method may be used by the HPHA. The HPHA may conduct a resolicitation or an alternative procurement method.

The low bid must conform to all requirements of the IFB in order to be determined responsive.

(END OF SECTION)

Section 5

Attachments

- | | |
|--|--------------------------|
| 1. Wage Certificate | Due August 8, 2014 |
| 2. Bid Offer Form | Due August 8, 2014 |
| 3. Security and Quality Control Plan | Due August 8, 2014 |
| 4. Record Layout Specifications | For Bidder's information |
| 5. Rent Run Schedule January 2014 – December 2014 | For Bidder's information |
| 6. Sample Contract Based on Competitive Sealed Bid for Goods and Services (6/22/2009) | For Bidder's information |
| 7. Sample Contract – Attachment S1, Scope of Services | For Bidder's information |
| 8. Sample Contract – Attachment S2, Compensation and Payment Schedule | For Bidder's information |
| 9. Sample Contract – Attachment S3, Time of Performance | For Bidder's information |
| 10. Sample Contract – Attachment S4, Certificate of Exemption from Civil Service | For Bidder's information |
| 11. Sample Contract – Attachment S5, Special Conditions | For Bidder's information |
| 12. General Conditions, AG-008 103D | For Bidder's information |
| 13. General Conditions, Federal form HUD 5370-C | For Bidder's information |
| 14. Instructions to Offerors Non-Construction, Form HUD 5369-B | For Bidder's information |
| 15. Certifications and Representations of Offerors, Form HUD 5369-C | For Bidder's information |
| 16. 2014/2015 Hawaii State Holiday Schedule | For Bidder's information |